

ES 77-3  
9 March 1977

MEMORANDUM FOR: See Distribution

FROM : B. C. Evans  
Executive Secretary

SUBJECT : Appointments with Admiral Turner

1. This memorandum establishes procedures for scheduling appointments with Admiral Turner. The procedures are as follows:

a. Each Directorate and Independent Office Head will ensure that all requests for appointments with Admiral Turner are channeled through their immediate office.

b. Each Directorate and Independent Office Head will identify a person(s) who will be responsible for transmitting a request for an appointment with Admiral Turner and forward the same to the Executive Secretary.

c. Only the designated person(s) responsible for transmitting a request for an appointment will be authorized to contact Admiral Turner's appointment chief.

d. [redacted] is Admiral Turner's appointments chief. He is located at the Old Executive Office Building (OEOB) and can be contacted on [redacted]

e. Designated person(s) from each Directorate and Independent Office will contact [redacted] as soon as possible in advance of the requested appointment. [redacted]

[redacted] will schedule the appointment, checking his calendar every evening with Admiral Turner. It will be assumed that all appointments are fixed unless [redacted] advises otherwise.

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2. Exceptions to the above procedures will be allowed only for urgent appointments which must be held on the day they are requested. In each case, only the designated person(s) will call [redacted] who can be reached in Admiral Turner's office in the OEGB on Tuesdays and Fridays. On Mondays, Wednesdays and Thursdays [redacted] [redacted] can be reached at Headquarters, where Admiral Turner will be located on those days.

3. Request that each Directorate and Independent Office Head provide the name(s) of the designated person(s) to the Executive Secretary as soon as possible.

[redacted]

B. C. Evans

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